



November 21, 2003

OKLAHOMA BULLETIN NO. OK250-4-16

SUBJECT: FNM – Government Travel Card Program

Purpose: To provide employee's with guidance on government travel card usage.

Expiration Date: September 30, 2004

ACTION REQUIRED BY: December 31, 2003

Department Regulation 2300-001 entitled, Government Travel Card Regulation is being provided to employees as a reminder of proper usage of the travel card. Each employee will need to please read the attached Departmental Regulation, sign, and date the Acknowledgement and Acceptance Statement.

Please mail original signed Acknowledgement and Acceptance Statements to the Financial Management Section of the State Office by December 31, 2003.

If you have any questions, please contact the Financial Management Staff.

/s/ - (Randy Freeland – Acting)

M. DARREL DOMINICK
State Conservationist

Attachments

DIST: AE